

**Part 23 Local Rules
Inquest Supplemental
Hon. Eric Schumacher, J.S.C.**

Supreme Court of the State of New York
New York County, Civil Term
71 Thomas Street Room 311
New York, New York 10013-3821

Principal Law Clerk: Joshua D. Demopoulos, Esq.

Part Clerk: Charlene Philip, SFC-Part23-Clerk@nycourts.gov, (646) 386-3754

Inquest Procedures

- Submissions in support of an inquest should include:
 - An affidavit from a person with knowledge of the facts setting forth how damages are computed;
 - An attorney's affirmation setting forth a brief recitation of the facts, the grounds for liability, and the damages incurred;
 - Exhibits, such as invoices, financial statements, etc., in support of all requests for damages;
 - Other documentation that counsel believes would assist the court, including affidavits from experts such as engineers, accountants, appraisers, etc.;
 - Proof of service of all papers and exhibits submitted to the court, along with notice of the inquest date, time, and location, on all opposing parties;
 - Proposed findings of fact and a proposed order.
- Papers in opposition should follow the format set forth above. Where an inquest is not granted on default, parties must limit the evidence to causes of action for which the court found liability.
- All Part 23 Local Rules remain applicable in inquest proceedings (i.e., regarding communications).
- You are directed to email the part clerk once all your submissions have been e-filed. Where possible, please attach copies of the submissions to the email. Otherwise, provide the NYSCEF Document Numbers of your submissions.
- Submissions in support are due at least three business days prior to the inquest. Submissions in opposition are due at least one business day prior to the inquest. No reply submissions are permitted.